

20 MAR 1974

MEMORANDUM FOR THE RECORD

25X1A6a      SUBJECT:   TDY   [REDACTED]   25-26 February 1974

1.   The intent of the trip was to investigate the feasibility and expediency of moving the [REDACTED] Headquarters into the warehouse space in accordance with the proposal set forth by [REDACTED] earlier. Initially, we discussed the reasons for the move with [REDACTED] Acting Chief, [REDACTED] and [REDACTED] Chief of Support, [REDACTED]

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2.   One of the main points made was that consolidating the office space into the warehouse would allow for the whole building to be covered by one guard rather than having one guard in each of the two locations as presently required. This alone would allow for a \$20,000 a year savings. In addition, there would be savings in grass mowing and associated work. There would also be some intrinsic savings in terms of time and motor vehicle use in passing between the two buildings that are approximately 1/2 mile apart. [REDACTED] had developed some cost saving figures and had also solicited a proposal from a contractor for doing the work involved in modifying portions of the warehouse. Based on these figures, the cost of the modifications could be amortized in something less than 3 years. [REDACTED] had proposed that we go to this contractor with a contract for the amount of his quote; the referenced quote including approximately a 10 percent contingency. I indicated to [REDACTED] that this would require a greater justification than just convenience and that I felt the appropriate road to take would be a formal, sealed-bid procedure recognizing that this would take a bit longer and would require a design, but that it would fulfill the intent of existing regulations regarding contracting.

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3.   The warehouse, where the proposed work was to be accomplished, was inspected. Changes in room layout and partitioning had been recommended by the potential contractor. Additional changes were recommended by [REDACTED]

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and I, the major one of which was the creation of a closet around the existing electrical switchgear so as to avoid the cost of relocating all the panels and conduit. Additional recommendations include the creation of a fire wall separating the proposed office space from the warehouse proper and the provision of an additional door to the exterior for the purpose of a fire escape. These recommended changes were sketched on the existing drawings for coordination with the Agency Safety and Physical Security Staffs. It was recommended [REDACTED] that he arrange for a testing of the sprinkler system by either the community fire marshal or the fire marshal responsible for the [REDACTED].

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4. A physical check of a random selection of supporting columns revealed that about 1/3 of those inspected had been infested with powder-post beetles but that an extermination effort had pretty well eliminated the live organisms. The damage done by the beetles did not extend beyond 1/2 inch from the surface of the columns. The sprinkler system was still carrying water pressure. [REDACTED] advised that the system had been given an inspection approximately 1 year earlier by the fire protection people.

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5. The benefits of insulating the walls were brought to [REDACTED] attention. They now have just one layer of wood sheathing between the interior and the exterior of the building.

6. The floor in the area to be modified has been covered with an asphaltic tile which will have to be removed as a part of the renovation.

7. A visit was made to the brick building across the street from the warehouse that is occupied by [REDACTED]. The roof of this building and some of the roof support system indicates a sign of rot or termite infestation or a combination of both. Its design is such as to allow for a mezzanine floor to provide two floors of office space without presenting a crowded overhead. Its present use is to store maritime gear. The future need for the gear and the building is under consideration [REDACTED] but it is not available for use by [REDACTED] at present.

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8. We also visited the transmitter area and looked at the prefabricated metal building that is there. Its use for [REDACTED] Headquarters offices is not feasible and would present no advantages over the building now used.

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9. As a result of the plans started approximately 2 years ago for the construction of a new building for a combined headquarters for [REDACTED] a determination was made to hold off on maintenance in the existing headquarters building. This resulted in the stopping of a program to replace the air conditioners (window type) now in use in the building. The program called for a replacement of 10 units per year. If we were not to move, the initiation of the program would require the replacement of 20 units to bring us up to schedule. Two package units for central air conditioning are available in the next wing and are not in use. One of these units is 10 to 14 years old and the other is relatively new. The proposed modification in the warehouse would include relocating both of these units to the warehouse for use in the new offices. It was further proposed that this work be accomplished by [REDACTED] personnel on station rather than it being a part of the contract.

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10. This information was discussed with the Acting Chief, [REDACTED] with the finding that modifying the warehouse so as to provide for centrally air conditioned offices for the [REDACTED] headquarters on a temporary basis would be feasible. The definition of the word temporary, as used, would cover a period of from 3 to 5 years during which the processing of approvals, design, and construction of a replacement building could be undertaken. The primary influence here was the amortization of cost of the move and construction coupled with the advantages of consolidation and the resulting release of the building presently occupied. Emphasis was placed on the need for ensuring that the proposed contract for the modifications be properly approved and administered, ensuring competition through sealed bidding.

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12. A copy of this Memorandum for the Record in draft form was promised to [REDACTED] although time did not allow for it to be provided to him before our departure.

[REDACTED]  
Project Engineer/  
Field Engineering Branch, RECD/OL

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OL/RECD/FEB: [REDACTED] ag/3023  
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